

Retention and Classification Report

Agency: University of Utah. Medical Center (1256)

50 North Medical Drive
Salt Lake City, UT 84132
581-2180

Records Officer Gregory Thompson

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AGENCY: University of Utah. Medical Center

SERIES: 9469

3

TITLE: Alcohol and drug abuse clinic patient files

DATES: 1965-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 60.00 cubic feet.

DESCRIPTION:

These records include medical, psychological, vocational and psychiatric evaluations, and progress notes. Also includes intake sheet, laboratory findings, social histories.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 02/1985

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Historical Legal

AGENCY: University of Utah. Medical Center

SERIES: 9469

TITLE: Alcohol and drug abuse clinic patient files

(continued)

PRIMARY CLASSIFICATION:

Controlled

AGENCY: University of Utah. Medical Center

SERIES: 83309

3

TITLE: Alcohol and drug abuse rehabilitation files

DATES: 1960-1976

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These files are patient histories of patients helped by the drug and alcohol rehabilitation program.

RETENTION:

Retain 10 years. May transfer to Archives.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then microfilm and destroy provided microfilm has passed inspection and provided microfilm is approved.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

Administrative Fiscal Legal

AGENCY: University of Utah. Medical Center

SERIES: 83309

TITLE: Alcohol and drug abuse rehabilitation files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: University of Utah. Medical Center

SERIES: 17310

3

TITLE: Fee registers

DATES: 1964-1981

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

AGENCY: University of Utah. Medical Center

SERIES: 80010

3

TITLE: Hematology/oncology patient files

DATES: 1960-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records of patients' medical histories. They include information such as treatments administered, test results, and doctors and nurses notes, as well as other personal identifiers.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Microfilm master: Retain in Office permanently.

PRIMARY CLASSIFICATION:

Private

AGENCY: University of Utah. Medical Center

SERIES: 17401

3

TITLE: Hospital budget records

DATES: 1964-1971

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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AGENCY: University of Utah. Medical Center

SERIES: 17296

3

TITLE: Hospital central pricing file

DATES: 1968-1977

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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AGENCY: University of Utah. Medical Center

SERIES: 17403

3

TITLE: Hospital change register

DATES: 1970-1976

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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AGENCY: University of Utah. Medical Center

SERIES: 17343

3

TITLE: Hospital check register

DATES: 1972-1976

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: University of Utah. Medical Center

SERIES: 17341

3

TITLE: Hospital ledgers

DATES: 1971-1975

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: University of Utah. Medical Center

SERIES: 81748

3

TITLE: Hospital personnel time cards

DATES: 1981-

ARRANGEMENT: chronological, thereunder alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

These cards document hours worked by individuals employed by the University Medical Center. These cards include employee name, department name, hours worked, and time periods.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Administrative

UCA 53-48a-5 exempts salary data of individuals employed by institutions of higher education from public inspection. General Schedule 2 Item 3 gives a two year retention to time records.

PRIMARY CLASSIFICATION:

Private

AGENCY: University of Utah. Medical Center

SERIES: 9498

1

TITLE: Hospital pharmacy controlled substance record

DATES: 1981-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

PRIMARY CLASSIFICATION:

Private

AGENCY: University of Utah. Medical Center

SERIES: 9559

3

TITLE: Hospital pharmacy: patient drug profiles

DATES: 1986-

ARRANGEMENT: Numerical

ANNUAL ACCUMULATION:

DESCRIPTION:

These files are records of medications listed for purposes of charging patients. Information includes name of patient, account name, date, time, and type of medication.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 28.

AUTHORIZED: 09/11/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

APPRAISAL:

Administrative

These records may be destroyed after 3 years

PRIMARY CLASSIFICATION:

Private

AGENCY: University of Utah. Medical Center

SERIES: 81746

3

TITLE: Hospital pharmacy: pharmacy prescription records

DATES: 1981-

ARRANGEMENT: numerical by invoice number, thereunder chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are used to identify the drugs extracted from the University Pharmacy. They include the type of drug dispensed and patient medical information including age, addresses, marital status, name, and social security number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

The volume and reference rate of these records warrant that the seven year retention be changed to five years. Previous decision: RDR 76-88: 7 years.

PRIMARY CLASSIFICATION:

Private

AGENCY: University of Utah. Medical Center

SERIES: 81747 3
TITLE: Hospital supply, processing, and distribution/operating room patient charges records

DATES: 1983-

ARRANGEMENT: Alphabetical by name, thereunder chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These records list charges for operating room supplies. These include itemized receipts of charges, and patient medical information including address, and name.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative

These records have no administrative or fiscal value after 3 years as much of the information is contained in other records.

PRIMARY CLASSIFICATION:

Private

AGENCY: University of Utah. Medical Center

SERIES: 17342

3

TITLE: Hospital transfer check reconciliation records

DATES: 1972-1976

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: University of Utah. Medical Center

SERIES: 17567

3

TITLE: Inactive hospital personnel records

DATES: 1950-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These are personnel records of former hospital employees.

RETENTION:

Retain 65 years after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

AUTHORIZED: 03/13/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after separation and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 65 years and then destroy.

Microfilm duplicate: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

AGENCY: University of Utah. Medical Center

SERIES: 17567

TITLE: Inactive hospital personnel records

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: University of Utah. Medical Center

SERIES: 9504

3

TITLE: Inpatient account folders

DATES: 1980-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 72.00 cubic feet.

DESCRIPTION:

This record includes intake sheet, admission record, invoices, adjustments, credits, account summary, insurance forms, receipts, and related correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 02/1985

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after paid or closed and then destroy.

APPRAISAL:

Administrative Fiscal Legal

PRIMARY CLASSIFICATION:

Private

AGENCY: University of Utah. Medical Center

SERIES: 80285

1

TITLE: Medical records retakes

DATES: undated

ARRANGEMENT: numerical by roman numeral

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: University of Utah. Medical Center

SERIES: 80076

3

TITLE: Patient medical records

DATES: 1948-

ARRANGEMENT: Numerical by case number, thereunder chronological by admission year

**ANNUAL ACCUMULATION:
DESCRIPTION:**

These are case files used to describe and validate the medical history of individuals treated at the University Medical Center who died before 1975. These files include admission authorization, testing results, description of treatments administered, and doctors' and nurses' statements. Data elements include names of patients and doctors, nature of injury, illness, and cause of death, home addresses, telephone numbers, age, sex, medical history, and signatures.

RETENTION:

Retain until microfilmed and passed inspection.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: University of Utah. Medical Center

SERIES: 80076

TITLE: Patient medical records

(continued)

APPRAISAL:

Administrative Historical

These medical records have been stored in the Records Center of the University of Utah for over eleven years. While the records have little administrative value at this time, because of the nature of the University Medical Center, the records have tremendous medical and historical research value. Microfilming the records will allow for their economical storage and preservation. Previous decision: 02/02/85 indicates permanent.

PRIMARY CLASSIFICATION:

Private

AGENCY: University of Utah. Medical Center

SERIES: 9547

3

TITLE: Sudden Infant Death Syndrome files

DATES: 1981-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These are laboratory results and research data on SIDS cases.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 02/1985

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal

PRIMARY CLASSIFICATION:

Private

AGENCY: University of Utah. Medical Center

SERIES: 9546

3

TITLE: Toxicology consultant cases

DATES: 1975-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These are laboratory findings on legal cases.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 02/1985

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal

PRIMARY CLASSIFICATION:

Private

AGENCY: University of Utah. Medical Center

SERIES: 9550

3

TITLE: University Hospital pharmacy drug use and distribution records

DATES: 1977-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 50.00 cubic feet.

DESCRIPTION:

These records includes charges, record of controlled substances and hypnotic drugs, and narcotics, hypnotic dispositions, drug profiles.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 02/1985

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

PRIMARY CLASSIFICATION:

Private